



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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(213) 974-2406 / FAX (213) 621-0387

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

September 20, 2004

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **RECRUITMENT FOR PROBATION OFFICER**

The filing period for the recruitment for the Probation Officer, Department of Probation opens on September 20, 2004 and will close on November 19, 2004. Enclosed are 20 copies of the recruitment announcement.

The search firm of Human Resources Advisory Services/CPS Executive Search, selected through a competitive proposal process, has recommended the 60 day filing period. This is slightly longer than typical because the search firm anticipates there will be competition for candidates as a result of similar recruitments currently being conducted within the State. We anticipate submitting the names of the finalists to each Supervisor in January 2005.

If you have names of prospective candidates, please forward them to me and we will contact them. In addition, if you would like to provide input to the search firm regarding the ideal candidate, please contact me and we will arrange a meeting or conference call.

Please call me if you have any questions.

MJH:REB  
PS:ck

Enclosures

c: Chief Administrative Officer

**Split Dollar Insurance** – Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan

**Housing Relocation Allowance / Area Orientation Program** – Housing assistance, including temporary living and moving expenses, and area orientation may be provided with approval from the Board of Supervisors.

**Transportation Allowance** – \$525 per month.

## SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only the more highly qualified individuals will be invited to an assessment interview.
  - Interviews are designed to assess education, experience, personal fitness and general abilities to perform the duties of the position.
  - The names of the most highly qualified candidates, as determined by the assessment interview, will be submitted to the Board of Supervisors for final selection.
- NOTE: An extensive background investigation will be completed on the candidates recommended to the Board of Supervisors.*

## COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e. name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

## SPECIAL INFORMATION

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 758-2957 (ADA Coordinator - Voice)  
(800) 899-4099 (TTY)  
(800) 897-0077 (TTY)  
(800) 735-2922 (CRS)

## FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest, resume, and copies of documents showing United States citizenship. Packages submitted without resume or proof of U.S. citizenship will be considered incomplete and will not be accepted.

Resume should include the following:

- Names of schools, colleges or universities attended, dates attended, degrees earned and field of study.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Information required to determine if candidate meets the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be confidential and utilized solely for required statistical purposes.

Resumes and other required information must be received no later than 5:00 p.m. on **Friday, November 10, 2004**. Please submit materials to:



### Executive Search

CPS Executive Search  
Attn: Kris Kristensen or Stuart Salow  
241 Lathrop Way  
Sacramento, CA 95815

916-268-1401 (Tel)  
916-561-7205 (Fax)

Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Date Posted: September 20, 2004

THE COUNTY OF LOS ANGELES IS AN ACTIVE  
EQUAL OPPORTUNITY EMPLOYER



## The County of Los Angeles Invites Resumes For

# Probation Officer (Unclassified)

Annual Salary:  
\$119,962 to \$179,944

Filing Period:  
September 20, 2004 – November 19, 2004



# COUNTY OF LOS ANGELES

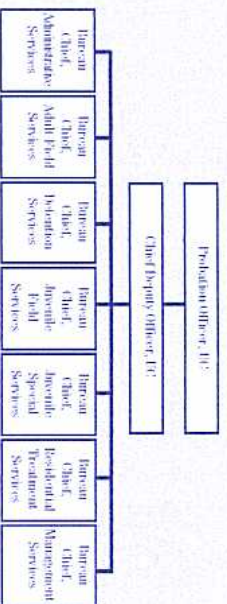
## PROBATION DEPARTMENT

The County of Los Angeles, with a population of over 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and the home of world-renowned museums, theaters and universities, and numerous five-star restaurants. It is also the center of the nation's motion picture industry. In addition to the mountains, deserts and the beautiful Pacific Ocean, some of the world's finest urban recreational attractions are free-way close. This is Southern California at its finest.

A five-member Board of Supervisors, whose members are elected on a non-partisan basis for four-year terms, governs the County of Los Angeles. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County of Los Angeles has an annual budget in excess of \$17.1 billion. Thirty-six major administrative units or departments serve the needs of the County's population. The County's budget includes over 92,000 full-time personnel to serve its diverse population.

The Probation Department Organization Chart



The Los Angeles County Probation Department was established in 1903 with the enactment of California's first probation laws. The Department, which has since become the largest probation department in the world, promotes public safety, ensures victims' rights, and facilitates a positive change in adult and juvenile probationers. The Department also serves all Superior Courts of the County and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers (including the detention of juvenile offenders and the arrest of adult offenders); operating correctional institutions; supervising and monitoring probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers by providing them with education and vocational services, as well as access to health and mental health services that will build upon the strengths and capabilities of probationers, their families, and their communities.

The Los Angeles County Probation Department is among the national leaders in the correctional field with over two-thirds of its employees engaged in some professional aspect of probation work, such as Deputy Probation Officers, Probation Release Investigators, Detention Services Officers or Supervisors. The Department has employees in over 50 work locations including juvenile detention centers, residential treatment facilities and field services offices. The current departmental operating budget is over \$511 million, and includes funding for approximately 5,100 employees.

### THE POSITION

Reporting to the Board of Supervisors, the Probation Officer has jurisdiction over the entire County, including all of the cities within its borders. The position has responsibility for directing the Probation Department's programs, facilities, and services necessary for the investigation and supervision of adults convicted of law violations in Superior Courts, and for the investigation, placement, treatment, and supervision of delinquent youths.

#### Examples of Duties:

- Formulates departmental policy, directs its execution, and evaluates work accomplished.
- Directs the probation services provided by the Department, including juvenile intake and detention control, adult and juvenile investigation and supervision, special court services, and related programs.
- Directs the fiscal, personnel, budget, and other administrative functions of the Department.
- Directs the development and use of professional skills in probation casework provided to adults and juveniles and assures the maintenance of appropriate standards of service.
- Directs the provision of probation services through decentralized area offices and assures uniformity of standards and operations.
- Directs the development and administration of the Department's detention and treatment facilities for the custody, care, and rehabilitation of delinquents.

- Coordinates the programs and functions of the Probation Department with other segments of the justice system, such as police departments, the Sheriff's Department, Public Defender, Alternate Public Defender, District Attorney, and the courts.

- Establishes and maintains effective relations with other County departments, other jurisdictions, social welfare and other agencies, civic groups, and the public and interprets the objectives and programs of the Department.

- Works with the Probation Commission in establishing and coordinating services provided to juveniles.

- Recommends the adoption, enactment, and amendment of County ordinances, resolutions and regulations, and State statutes to provide effective, efficient and economical administration of the Department.

- Directs the development of changes in organization, staffing, work processing management information systems and the administration of the Department's contracting program to increase effectiveness and efficiency and reduce administrative costs.
- Makes periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

## MINIMUM REQUIREMENTS

**TRAINING AND EXPERIENCE:** Highly responsible experience managing or assisting in the management of a large and complex organization in fields such as probation (adult and juvenile), corrections, criminal justice, law enforcement or social welfare. Such management experience should include directing or assisting in the direction of budget, personnel, fiscal, supply and other administrative functions of the organization.

### CALIFORNIA STATE LAW REQUIREMENT:

California state law requires that the Probation Officer shall have a certificate of completion of a 40-hour introductory training course on the laws of arrest (Penal Code 832) prescribed by the Commission on Peace Officer Standards and Training (POST), or shall get such certificate within 90 days of appointment to the position.

Classes are given several times per month at various Southern California locations. Certificates of completion, issued by the training agency certified by POST, are generally received within 2 weeks of class and examination completion.

**LICENSE:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### MISSION STATEMENT

*To promote and enhance public safety, ensure victims' rights, and facilitate a positive change in adult and juvenile probationers.*

**OTHER:** U.S. citizenship is required for appointment to this position.

## DESIRABLE QUALIFICATIONS

- Extensive management experience in a progressively responsible position planning and directing programs and policies related to probation services such as delinquency prevention and control, investigation, supervision, and rehabilitation of juveniles and adults, gang supervision and control, and detention and residential treatment of juveniles.

- A Bachelor's degree or higher from an accredited college or university in criminal justice, human services, public or business administration, or a closely related field.
- Knowledge of and ability to interpret and apply provisions of California legal codes and statutes relating to adult and juvenile offenders.

- Demonstrated knowledge, skills and abilities required to work effectively with public officials, agencies, community groups, private organizations, various segments of the justice system, and the communications media.
- Experience developing and administering contracts.

- Demonstrated experience and knowledge of computer systems affiliated with probation.

case management functions, including system design, interfacing and integration with other systems, and long-range systems planning.

- Demonstrated knowledge of and substantial participation in community-based activities.

## SALARY AND BENEFITS

**ANNUAL SALARY:** \$119,962 - \$179,944 (Salary Range 17).

The successful candidate may be appointed to any salary within or above the range, depending on qualifications.

### BENEFITS

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan.

**MegaFlex Benefit Plan** - Benefits may be purchased from the MegaFlex Calaveria Benefit Plan using a tax-free County contribution of an additional 18% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in FICA.)

**Dependent Care and Health Care Reimbursement Accounts** are also available.

**Savings Plan (401k)** - Optional tax-deferred income plan that includes County matching contribution up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax-deferred income plan that includes County matching contribution up to 4% of employee's salary.